



Alabama Association for Career & Technical Education
Virtual Exhibitor Exhibition
July 26-29, 2021

Exhibitor Specifications and Conditions

A Special Invitation

The Alabama Association for Career and Technical Education (Alabama ACTE) cordially invites you to attend and exhibit at the 2021 Alabama Career and Technical Education Professional Development Conference and Exhibitor Exhibition. This year's conference will be held virtually from July 26th to July 29th. This year's virtual platform will provide a unique opportunity for you to reach Alabama's leaders in career and technical education and business and industry.

Your Audience

There will be over 1500 conference participants that will include CTE teachers, administrators, elementary through high school guidance counselors, business and industry representatives, presenters, governmental officials, curriculum coordinators, and LEA leaders. Your participation will present an opportunity to connect with these partners in education and business. In summary, your audience will be eager to learn the latest information about careers and fund-raising ideas, as well as to see first-hand the most modern equipment, materials, supplies and services to help fulfill their goals.

Exhibition Hours (Subject to Change)

Set-Up Period: Exhibitors will have access to their virtual booth beginning on June 15th. They

may upload information and relevant content through these portals until July 25th.

Exhibit Hours: Attendees will have 24/7 access to virtual booths from July 20th to August 26th, with or without the presence of an exhibition representative.

Appointment Windows: Exhibitors will be able to schedule virtual appointments with attendees by purchasing appointments slots in their exhibitor portal. Five appointments slots have been purchased in advance by the Alabama Association for Career and Technical Education for all exhibitors. Appointment slots can be utilized by exhibitors from 10:00 AM to 2:00 PM CST on July 26th, 27th, 28th, and 29th.

Opportunities Included for Exhibitors

Exhibitors at the 2021 Alabama Career and Technical Education Professional Development Conference and Exhibitor Exhibition will have access to the following items for a flat-rate fee of \$500.00 per booth:

- Access to a booth space in the virtual interactive exhibit hall that can be customized and filled with documents, videos, and other informational elements
- The ability to reply to messages sent from attendees to your staff
- Access to virtual leads, providing information on each attendee that interacts with your booth

- A company banner displayed throughout the virtual attendee space in the following sizes: 960x80 and 1050x80
- Five virtual meeting slots provided by ALACTE with the opportunity to purchase more through the exhibitor portal

Reservation/Assignment/Cancellation

Alabama ACTE will reserve exhibit spaces on a first-come first served basis. All exhibit reservation requests must be made in writing as outlined below. Use the enclosed Alabama ACTE Exhibitor Exhibition Contract (keep a copy for your records) to reserve exhibit space. Once complete, forward the completed and original Alabama ACTE Exhibitor contract to:

Alabama ACTE

**Alabama ACTE Exhibitor Exhibition
Manager**

P.O. Box 988

Montgomery AL36101-0988.

Payment in full for each exhibit space requested must be included with the original signed exhibitor contract. Alabama ACTE will not accept partial payments. Alabama ACTE will not reserve exhibit spaces by telephone or e-mail. Alabama ACTE must have the original signature of the person responsible for the exhibit space and payment in full before any exhibit space(s) is/are reserved by Alabama ACTE. Faxed copies of the Alabama ACTE Exhibitor Contract will not be accepted. The deadline to reserve exhibit space is June 1, 2021. If the Alabama ACTE Exhibitor Exhibition is canceled due to circumstances beyond the control of the Alabama Association for Career and Technical Education or Bravura Technologies, LLC, all payments connected with the exhibit space rental will be refunded in full.

If, for any reason, you must cancel your reserved exhibit space Alabama ACTE regrets that we cannot offer refunds.

Use of the Virtual Exhibit Space

No exhibitor will assign, sublet, or share the assigned exhibit space (booth) or permit any other party to exhibit in his/her space any goods other than those manufactured or handled by the contracting exhibitor, nor will they permit the solicitation of business by others within his/her exhibit space. **This will be strictly enforced.**

Liability & Insurance

Exhibitors agree to protect and keep harmless the Alabama Association for Career and Technical Education (Alabama ACTE), Bravura Technologies, and their employees and agents from any and all claims for damages, lawsuits, etc. by any and all persons or others, which may result on account of injury, loss or damage sustained upon machinery, and property under the control of an exhibitor, his/her agents or employees or to his/her or their property or wares arising from any course whatsoever, prior, during, or subsequent to the period of the virtual exhibition. Each exhibitor, by signing the official Alabama ACTE Exhibitor Exhibition Contract to exhibit, expressly understands that he/she releases the Alabama Association for Career and Technical Education (Alabama ACTE), its agents and employees, and Bravura Technologies from responsibility and agrees to indemnify each against any and all claims for any such loss, injury, or damage.

Damage to Property

Exhibitors are liable for any damages caused to software, hardware, buildings, floors, walls, columns, or to virtual exhibit booth equipment, or to other exhibitors' property throughout the duration of the virtual exhibition.

Fire, Safety, and Health

The exhibitor agrees to accept full responsibility for compliance to local, city, and state fire, safety and health ordinances regarding the installation and operation of equipment relevant to their virtual booth. The virtual platform does

not release exhibitors of legally applied guidelines for fire, safety, and health.

Official Conference Services Contractor

Bravura Technologies, LLC. will be the official conference services contractor for the Alabama ACTE Exhibitor Exhibition. Upon receipt of your signed original contract and payment in full, you will be able to access the Bravura Technologies, LLC. website to begin establishing your exhibitor booth using the aforementioned timeline. You will be provided with an access ID and password to log on to the virtual platform.

All exhibitors must be licensed to do business in the State of Alabama and have a current sales tax number for any direct selling from the Alabama ACTE Exhibitor Exhibition floor